

Texas Access Letter Procedure

The State of Texas is NOT issuing or managing a program for the issuance of re-entry access letters for any Critical Infrastructure/Key Resource (CI/KR) Companies.

The included access letter was negotiated, created, and facilitated by the Texas Oil and Gas Association with the cooperation of the Texas Governor's Division of Emergency Management (GDEM). GDEM is not administering this program or providing letters to companies. GDEM **does not have authority** to override a local jurisdiction's decisions or procedures regarding access. The letter is simply a "request" and bears **no legal authority** to gain entry.

The Texas Oil and Gas Association has made this access letter available to the Public Utilities Commission who subsequently issued it via email to all regulated CI/KR industries doing business in the State.

GDEM requests that any authorized CI/KR providers and/or their contractors who use this "tool" do so sparingly and that the issuing entity maintain records of letters issued. The bearer should also have as many of the following items in their possession to present to law enforcement manning access checkpoints.

- Valid driver's license
- Valid Company ID (preferable picture ID)
- Marked company vehicle
- Letter of Authority/Authorization
- Completed Access Letter

The Texas Access letter has six items of information that must be completed by the company authorizing the bearer. Those items are:

- Date of issuance - Month, day and year that letter is issued
- Bearer's name - Full name of bearer as it appears on a Valid Driver's License
- Expiration Date - Date of expiration - should not exceed November 30, 2008
- Tracking number - Issuing company tracking number. Method and sequence are the choice of the issuing entity. **However, the State may REQUEST A LOG/LISTING of all letters issued, so RECORDS MUST BE KEPT.**
- Name of Issuing Company Official - Name and contact number of company official that issues the letter and can provide verification
- Name of Requesting Company - Company Name.

A markup of the Texas Access letter is provided on the next page.

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TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N. LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001

512/424-2000

www.txdps.state.tx.us



THOMAS A. DAVIS, JR.
DIRECTOR

DAVID McEATHRON
ASST. DIRECTOR

COMMISSION
ALLAN B. POLUNSKY, CHAIR
C. TOM CLOWE, JR.
ELIZABETH ANDERSON
CARIN MARCY BARTH

Indicate the date of issuance

August 30, 2008

Indicate Full Name of the bearer, should be same as Driver's License

To: State, Federal, and Local Law Enforcement and Emergency Management Agencies

The bearer of this letter, _____, is an emergency responder or emergency team member carrying out damage assessment or disaster recovery activities relating to critical infrastructure and vital resources in the State of Texas or is a transportation carrier delivering essential equipment or supplies needed to assist disaster victims or restore critical facilities and services.

I request that all state, federal, and local law enforcement agencies and emergency management agencies permit the bearer of this letter to enter areas affected by disaster in order to carry out these important response and recovery tasks. Should you have any questions regarding the validity of this letter, please call the Texas State Operations Center in Austin at 512/424-2208.

The authority granted in this letter expires October 21, 2008.

Indicate the expiration date - should not exceed this year's Hurricane Season, i.e., November 30, 2008

Jack Colley
Chief
Emergency Management

Tracking number assigned by company/entity providing letter

Request: 808-01

Requester: Debbie Hastings
Texas Oil and Gas Association

Name of Company/entity requesting

Name of Company Official that can verify bearer. Also should provide a verification contact phone number (e.g. (Company EOC, 24 hour #, etc.)

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A template of the Texas Access letter is provided on the next page.

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DIRECTOR

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{Date of Issue}

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The authority granted in this letter expires {date}.

Jack Colley
Chief
Emergency Management Division

Request: **#####** (Company Tracking #)
Requester: **{name} {phone number}**
{Company Name}

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